

**MICRO INTERN'S MANUAL**  
**FOR SCHOOL COUNSELING**

***SCED 502:***  
***Academic Development & Consultation***

***SCED 506:***  
***Personal/Social Development & Consultation***

***2017-2018***

**Lewis & Clark College**

Updated 8/15/17

# Table of Contents

	<u>Page</u>
Opening Letter .....	1
Student Responsibilities.....	2
Time Commitment .....	5
Forms .....	6

# Opening Letter

To the School Counseling Intern:

Congratulations! You have chosen to pursue a career in the exciting and challenging realm of school counseling. While most of you probably think you know the level most appealing to you, there may be some real surprises in store for many of you. This is probably one of your first classes in this program, and possibly the first time you've been back in a school since you went to one.

We are giving you the opportunity to experience, first hand, what the job is all about by placing you in a school setting to discover academic and personal/social development as it exists in the school setting. Your on-site mentor is being asked to play three roles with you – those of counselor, teacher, and consultant. (For more information about the school mentor/supervisor's responsibilities, please read the School Mentor/Supervisor's Manual. You will be expected to discuss it with your mentor in the early stages of your meetings with her/him.)

You will be learning by shadowing, watching, consulting, talking, and generally “learning” the role of the school counselor and how schools work. As the semester progresses, your knowledge and understanding will grow, broaden and stretch. Understanding the school around you, the interactions between teachers, administrators, school counselor, and other staff members, all will be part of your learning and the discussions in your intern class.

Your Lewis & Clark Supervisor will help with any problems that might arise and answer any questions you might have. This should be a most exciting learning experience for you! Not only will you learn about schools, but also about yourself. Our hope is that this is a most pleasant, productive, and insightful adventure for you.

Heather Hadraba, PhD.  
Director, School Counseling Program  
Graduate School of Education  
Lewis & Clark College  
Email: [hadraba@lclark.edu](mailto:hadraba@lclark.edu)  
Website: [http://graduate.lclark.edu/departments/educational\\_leadership/school\\_counseling/](http://graduate.lclark.edu/departments/educational_leadership/school_counseling/)

# Student Responsibilities

## 1. Sign and date the American School Counseling Association

**Ethical Guidelines.** Prior to beginning the school counseling program obtain a copy of this form from the department office or download it from the website. You only need to fill this out one time while a student in the School Counseling program.

## 2. Pre-Practicum/Internship Requirements for All Students:

- Clinical practice registration, fingerprinting, and background clearance **OR** verification of Oregon licensure are required of candidates in all of our TSPC-approved programs prior to them beginning their field experiences

- admission to the program and passing scores on the ORELA: Civil Rights test **OR** verification of holding a current TSPC-issued license are also required prior to beginning a field experience

### ➤ **Process for students who do not hold a TSPC-issued license (Track II):**

1. Go to the [TSPC eLicensing website](#) and create an online account (Firefox is the recommended browser).
2. Go through the steps to apply for a clinical practice (under "Licenses")
  - clinical practice registration and fingerprinting instructions are available at <http://www.oregon.gov/tspc/Pages/Fingerprinting.aspx>
3. The eLicensing system will send an automatic e-mail with fingerprinting and background clearance instructions (aka, [FieldPrint fingerprinting](#))
4. Students will visit [TSPC's Educator Lookup page](#), entering their name as it appears in TSPC's records, plus their date-of-birth and the last four digits of their SSN.
  - a. Once their Educator Lookup screen shows that you passed both the OSP and FBI background checks, you can take a screenshot **OR** print out the screen, scan, and e-mail it to the School Counseling office ([schcoun@lclark.edu](mailto:schcoun@lclark.edu)).
  - b. Certificates of Clearance issued by TSPC in early April 2016 are also acceptable

### ➤ **Process for students who hold a TSPC-issued license (Track I):**

- Students will look up their Oregon license using TSPC's [Educator Lookup](#) feature and can take a screenshot **OR** print out the screen, scan, and e-mail it to the School Counseling office ([schcoun@lclark.edu](mailto:schcoun@lclark.edu)).

Students who have difficulty with TSPC's eLicensing system should send an e-mail to TSPC's new online licensing account at: [online.tspc@oregon.gov](mailto:online.tspc@oregon.gov) . TSPC staff ask that the student include in the subject line a very brief description of the problem they are encountering. (Candidates can also Cc: Lewis & Clark's Career & Licensing Services in their e-mail to TSPC: [ecls@lclark.edu](mailto:ecls@lclark.edu).)

**3. Forms Due Within Two Weeks of Site Placement:**

- a. School Counseling Internship Pre-Agreement Form Available online.  
Complete and turn in to the office
- b. Field Supervisor/Mentor Resume Submitted electronically to the placement office

**4. Forms Due at End of Site Placement:**

**Complete and save a copy of the following forms for your Student Academic Progress Portfolio (SAPP). Upload all documents to Taskstream and provide the originals to the L&C supervisor, who will turn it in to the department office.**

- a. Evaluations
  - On-Site Supervision Report. Available online.
  - Micro Internship Final Evaluations by Mentor. Available online
- b. Hour Log Forms
  - Micro Final Internship Hour Summary. Available online.
  - Micro Weekly Records of Direct Service Hours. Available online.
  - Micro Weekly Records of Supervision Hours. Available online.
  - Micro Record of Hours for Other Activities. Available online.

**5. Mentor Supervision:** You are required to obtain a minimum of three hours of individual on-site supervision by your mentor.

**6. Records:** Students maintain records in accordance with class regulations.

**7. School Counseling Internship Class:** The class provides an additional source of group supervision and training.

## Time Commitment

	<u>Academic</u>	<u>Personal/Social</u>
1. Direct Service	55	55
2. Mentor Supervision	6	6
3. L&C Supervision Class	12	12
4. Indirect Service (planning/organizing)	27	27
<b>Total Hours:</b>		
	<b>100</b>	<b>100</b>

1. Direct service: Hours include guidance, prevention activities and consultation. As well as counting your own service, you may receive direct service hours when you are observing someone else conducting these activities.
2. Mentor Supervision: You are required to obtain a minimum of three hours of individual on-site supervision by your mentor.
3. L&C Supervision Class: You are required to attend a School Counseling Internship class each semester. You may count the hours as listed above.
4. Other Hours: These should be the easiest hours to fill because they include any related readings, writing up your notes, and additional training experiences.

## Forms

Most of the following forms can be downloaded from the School Counseling website at [http://graduate.lclark.edu/departments/educational\\_leadership/school\\_counseling/documents/](http://graduate.lclark.edu/departments/educational_leadership/school_counseling/documents/)

- a. 502 Academic Micro Intern Responsibilities and Activities (see syllabus)
- b. 506 Personal/Social Micro Intern Responsibilities and Activities (see syllabus)
- c. 502/506 Micro Pre-Agreement Form [online here](#)
- d. Field Supervisor/Mentor Resume Form (may be substituted for resume) [online here](#)